2007 Regional Transportation Plan
Project Submittal Form Instructions

Projects are organized by agency – each agency should have a tab in the spreadsheet with a comprehensive list of projects. Projects that were identified as "Sphere" projects in the Nexus Study are listed on the corresponding agency tab. Projects are organized by project type as follows:

1) Arterials
2) Grade Crossing
3) Interchange/Ramps
4) ITS
5) HOV (Caltrans)
6) Mixed Flow

Please feel free to refer to another agency's tab, but do not make changes to those projects. Any necessary changes to projects outside of your jurisdiction should be coordinated with the affected agency or SANBAG.

1. **Project Identification:**
   a. RTP ID: Do not enter - SCAG assigned identification
   b. County: "SB" for San Bernardino
   c. Source of Project: Identify the source for the project (e.g. 2004 RTP, SANBAG Nexus Study, CIP, General Plan, any project scope change notes, etc.)
   d. Category: Select from the drop-down menu options (e.g. An arterial widening project = "Arterial")

2. **Project Information:**
   a. Route/Program: Arterial street name, State Route, Interstate, etc.
   b. From and To limits: Estimated "beginning" and "end" cross-street limits. If purely on Mainline system, enter approximate PM values (please no limits in KP)
   c. Description: State main improvement scope elements
   d. Existing Configuration: Brief statement of present configuration (e.g. 4 lane arterial)
   e. Start Year: Identify the year when expenditures will begin for the project (e.g. PA&ED initiated, development of PSR, etc.). If an old PS&R exists but no further activity has occurred, state when PA&ED is expected to begin
   f. Completion Year: The year when expenditures will end for the project (construction complete).
   g. Priority: Select one of the four options: "Programmed, Committed, Planned, or New Phase". "Programmed" means that the funds have been allocated. "Committed" means that the region has committed to the project. "Planned" means that the project is neither programmed nor committed. "New Phase" means that the project is planned as an additional phase of a prior project.

3. **Project Costs:**
   a. Engineering, R/W, and Construction phase costs: Enter estimated costs by applicable phase for the project (note that each project currently has total cost in construction phase – this should be updated to a phase by phase cost estimate).
   b. Total Costs: Should automatically sum the three phases.

   NOTE: If the project cost was reduced in the SANBAG Nexus Study to account for outside fund sources, the cost needs to be updated to show total project cost.

4. **Expenditures by Funding Source:**
   a. Federal Funding: Estimated federal funding amount if you are planning to have federal funds on the project. Note that for the urbanized areas of the County, only projects included in the SANBAG Nexus Study will be eligible for federal and state transportation funds that are allocated by SANBAG (STIP, STP, CMAQ, TE).
   b. Federal Funding Source: Choose an option from the pull-down menu or leave blank if unknown.
   c. State Funding and State Funding Source fields: Enter the State fund amount and select from pull-down menu, or leave the source field blank.
   d. Local Funding and Local Funding Source fields: Enter the local fund amount and select the local fund source if known.
   e. Private Funding: Enter amount if other non public funds will be used to complete the project (e.g. Railroad contribution, Indian nation contribution, etc.)
   f. Total Funding: This field will automatically sum the Federal, State, and Local fund fields. The total funds should equal the total costs unless the project contains a phase that is unfunded. If the entire project is unfunded, then it should be moved to the "Unconstrained" section of the RTP.

   NOTE: If you have more than one fund source under Federal, State, or Local, use multiple rows to show all fund sources.

5. **Benefits:** The choices are "Yes" or "No" except for "Project – Purpose and Need"
   a. Purpose and Need Statement: Enter a simple phrase, such as "relieve afternoon congestion," that describes the reason for proposing the project. Use the associated benefit choices (e.g. Mobility, Accessibility, Safety, Reliability, and Environment) if needed to frame a purpose statement such as the project will improve mobility, alleviate congestion, eliminate a known safety hazard, reduce emissions, etc.
   b. Mobility (Yes or No): Will the project improve travel time or reduce congestion?
   c. Accessibility (Yes or No): Does the project improve access from point A to point B?
   d. Safety (Yes or No): Does the project eliminate or reduce a safety hazard (e.g. a grade separation that eliminates an at-grade arterial/railroad crossing)?
   e. Reliability (Yes or No): Will the project result in more predictable travel times?
   f. Environment (Yes or No): Will project result in improved air quality, noise reduction, habitat enhancement?